

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE COORDINATOR II

JOB REQUISITION: 2591

LOCATION: SAN FRANCISCO

DEPARTMENT STATEMENT

The Education Division/CJER serves as the education resource for the California judicial branch, offering comprehensive curricula for judges, judicial branch managers and court personnel and AOC staff. The Production, Delivery and Educational Technologies Unit (P-DET) is responsible for the delivery of education courses and events. To accomplish these tasks, the unit is divided into: Course and Faculty Services, Media Production Services, AV/Video Production Services and AV/Video Development & Integration, and Educational Technologies Research and Development.

The Course and Faculty Services group works collaboratively with the AV/Video Production Services and Media Production Services groups, as well as our content and development partners, to deliver a variety of learning experiences and opportunities to the judicial branch.

Primary responsibilities of the group include, but are not limited to, project management for a variety of education delivery mechanisms including live conferences, broadcasts and videoconferencing; planning and implementing all project logistics (including coordination with the Conference Services group for live events), faculty support and interface; on-site program management, and the development and oversight of web resource centers. Successful candidates must offer exceptional customer service to all program attendees, faculty and all internal team members.

Under direction from the Course and Faculty Services Supervisor, the Administrative Coordinator II performs and coordinates technical, specialized project management and administrative work; performs related work as assigned.

RESPONSIBILITIES

Course and Faculty Support

- Assist Attorneys and Specialists with faculty recruitment and scheduling;
- Work directly with faculty regarding biographical information; course seating arrangements and audio visual needs; participant materials; information to post on web resource centers;
- Maintain ongoing communication with faculty regarding program details;
- Develop and maintain course/event website information regarding pre-course work, reference materials, and/or post-course work;
- Oversee faculty and participant correspondence and participant materials duplication;
- Collaborate with Attorneys and Specialists regarding faculty's education-related needs; and
- Attend Education Committee Meetings as P-DET representative.

Event Planning

- Provide overall project management of live events and broadcasts to ensure smooth operation;
- Collaborate with Conference Services group to coordinate all arrangements for registration and online promotion; meeting space and food functions; lodging accommodations; and off-site events;
- Arrange for meetings, conferences, and programs (on- and off-site), including hotel, catering, room setup, audiovisual services, staff support, security, and local transportation;
- Review recommended sites and select appropriate conference program sites;
- Coordinate with audio visual staff, media production staff and P-DET analyst

- Serve as liaison for Attorneys/Specialists and Conference Services staff; and
- Write and edit publicity materials including: program brochures and schedules, program announcements, and registration materials.

Administrative and Project Management

- Coordinate administrative processes and program operations, following procedural guidelines;
- Establish priorities, and follow up to ensure coordination and completion of assigned work;
- Identify operational problems, consider alternatives, recommend solutions;
- Research, recommend, negotiate, and prepare contracts for various services;
- Collaborate with Education Division Ops/Finance unit regarding: housing reconciliation pre-program, registration, contract transmittals, travel claim reconciliation and processing, and bill reconciliation;
- Review financial and/or statistical information for accuracy and reasonableness; uses standard financial and statistical software packages to perform calculations and numerical comparisons and generate reports, graphs, and charts;
- Provide research, information, and recommendations necessary for management decision making;
- Participate in evaluation of programs and long-range planning; and perform other duties as required;
- Plan, implement, and participate in staff training, education, and development programs as directed; and
- Conduct and assist with special projects.

The position will involve travel, night and weekend program assignments.

QUALIFICATIONS

Knowledge of:

- Basic principles and techniques of project coordination and management;
- Correct business English;
- Office and administrative practices and procedures;
- The operation of personal computers and the use of specified computer applications, such as word processing, spread sheets and databases;
- Organizational policies and procedures;
- Principles and techniques of preparing a variety of effective written materials; and
- Basic principles of organizing and summarizing data and information.

Ability to:

- Coordinate and provide effective administrative assistance and coordinate projects and program operations;
- Research, compile, and summarize data and information;
- Prepare clear and concise reports, recommendations, correspondence, and other written materials;
- Work effectively as a member of a team and under severe time constraints;
- Use initiative and judgment within established guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases;
- Communicate effectively in English, orally and in writing;
- Use tact and discretion in dealing with those contacted in the course of the work; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience organizing and coordinating administrative support for programs and/or projects.

Additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.

DESIRABLE

In addition to the minimum qualifications listed above, competency in the following skills is preferred: meeting planning; negotiating; Visio, Moodle and Excel.

The successful candidate will have the ability to exercise diplomacy; employ innovations; develop solutions; coordinate multiple work activities and meet critical deadlines; work cooperatively with staff in other offices and organizations.

Additionally, the most qualified candidates will possess a minimum of a four year degree, knowledge of adult learning and learning environment principles; familiarity with court or government operations; knowledge of the California court system; and a CMP or CGMP designation.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Admin. Support (Meet/Conf Svc)", and search for **Job Req. #2591, Administrative Coordinator II**. This position requires the submission of our official application and response to the supplemental questions attached below.

OR

To request a printed application, please contact:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE: \$4,411-5,361 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

A supplemental questionnaire follows this announcement.

SUPPLEMENTAL QUESTIONS
For
Administrative Coordinator II
(Job Req. #2591)

This supplemental questionnaire must be completed and returned with your application in order for your application to be considered for review. This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications. Your response should not exceed two pages in total.

1. Describe your experience as a project manager coordinating complex meetings and/or conferences. Please include the size of the meeting or conference, your role in relation to the event(s), and the complexities in detail.
2. Please describe one example of your participation in a work related team effort. If applicable, describe how you or your team resolved conflicts.
3. Please describe your experience in writing meeting materials and proofreading the work of others.
4. This question refers to your office automation skills. For each computer application listed below, choose your level of proficiency: "Beginner", "Intermediate," "Advanced," or "None" and describe a project that you performed using that software. Please specify how you have used advanced features of the software such as macros, tables, or mail merge.
 - a. MS Word or other word processing software? Please specify:
 - b. Microsoft Visio? Please specify:
 - c. Calendaring software? Please specify:
 - d. Microsoft Excel or other spreadsheet software? Please specify:
 - e. Microsoft Access or other database software? Please specify: